

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 Post Office Box 11066
 Richmond, Virginia 23230-1066
 (804) 367-0010
www.dpor.virginia.gov



Cemetery Board
COMPLIANCE AGENT/DIRECTOR/OFFICER CHANGE FORM
 No Fee Required

1. Cemetery Company Name _____
2. Trade (or Fictitious) Name _____
3. Federal Employer Identification Number

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4. Street Address (PO Box not accepted) _____
 City, State, Zip Code _____
5. Mailing Address _____
 City, State, Zip Code _____
6. E-mail Address _____
7. Telephone & Facsimile Numbers

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Telephone
Facsimile
8. VA Cemetery Company License Number _____
9. Are you applying to change the firm's Compliance Agent?
 Yes ☐
 No ☐ If no, skip to #14.
10. Current Compliance Agent _____

First
Middle
Last
Generation (SR, JR, III)
11. New Compliance Agent _____

First
Middle
Last
Generation (SR, JR, III)
12. Compliance Agent's Address _____
 City, State, Zip Code _____
13. Compliance Agent's Social Security No.

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Attach Original Certificates of Completion of training courses (minimum of 8 hours)
14. Are you applying to change the firm's directors or officers?
 Yes ☐
 No ☐ If no, skip to #16.
15. Enter the name (first, middle initial, last, and generation), title, address, and social security number of all company officers and directors (i.e., the officers and/or directors of your association, the managers or members of your limited liability company, or the officers of your corporation).

Name	Title	Home Address	Social Security No. Σ
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			- -

16. Has the compliance agent listed in #11 or any of the company officers or directors listed in #15 ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

17. A. Has the compliance agent listed in #11 or any of the company officers or directors listed in #15 ever been convicted in any jurisdiction of **any felony** or **any crime of moral turpitude**, there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*

No ☐ Yes ☐ If yes, list the information requested in #17.C.

- B. Has the compliance agent listed in #11 or any of your company officers or directors listed in #15 ever been convicted in any jurisdiction of **any misdemeanor within five years of the date this application is submitted**? *Any plea of nolo contendere shall be considered a conviction for purposes of this application.*

No ☐ Yes ☐ If yes, list the information requested in #17.C.

- C. If you answered "yes" to either question #17.A. or #17.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

18. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if the compliance agent, directors or officers listed on this application are subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the revised license. I also certify that I understand, and have complied with, all the laws of Virginia related to cemetery company licensure under the provisions of Title 54.1, Chapter 23.1 of the *Code of Virginia* and the *Virginia Cemetery Board Regulations*.

Compliance Agent's Signature

Date

- Σ State law requires every applicant for a license, certificate, registration, or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FACSIMILE TRANSMISSIONS AND COPIES WILL NOT BE ACCEPTED.